



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Training Coordinator
Posting Number	PN# 105485
Department	Houston Airport System
Division	Human Resources
Section	Employee Development
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, Normally M – F *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Responsibilities will entail: researching, designing, developing and conducting management and non-management training seminars and programs that meet the identified needs for Houston Airport System employees. Conducts general and specialized technical training sessions. Must be able to design and develop lesson plans for soft skills classes for managers and supervisors. Also, should be able to conduct both soft skills training and technical/equipment training for non-management employees. Researches and conducts needs analyses to determine training requirements and implements training to meet those needs. Demonstrates hands-on-training, and designs audio and video programs, role-plays, case studies, and other pertinent training techniques. Summarizes evaluations after training and makes report to appropriate personnel. Coordinates internal and external training programs. Works with management to design, develop and implement customized training programs as requested.

WORKING CONDITIONS

Performing these duties will involve: applying specialized information; speaking clearly and effectively before groups; adjusting to critical and demanding work; driving to job sites; walking and standing for extended periods; learning and interpreting a variety of policies and procedures; and, dealing with people in tense situations. Operates city vehicles; must be able to lift up to (40) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Psychology, Education, Personnel Management or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of professional personnel experience involving training in a formal classroom and/or the development of curriculum and lesson plans for adult learners are required.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to those individuals with; experience conducting training for management and non-management employees; advanced computer skills in Windows XP, Microsoft Word, Excel, Access, and PowerPoint; PHR or SPHR desirable. Experience utilizing ISD instructional methodology a plus. Bilingual skills in English/Spanish a plus. Experience in internal consulting and organizational development a plus.

SELECTION/SKILLS TEST REQUIRED

Application review, ☒ interview, and/or demonstration of training skills.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24	
\$1,690.00 - \$1,961.00 Biweekly	\$43,940.00 - \$50,986.00 Annually

OPENING DATE

June 29, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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